

APPLICATION FOR EMPLOYMENT

Lee's Summit Parks & Recreation Board
220 SE Green Street Lee's Summit, MO 64063

Phone (816) 969-1500 • Fax (816) 969-1515

An Equal Opportunity Employer



**LEE'S SUMMIT
PARKS
& RECREATION**

Instructions for Completion

One. Fill in all parts of this application as completely as possible. Include full street, city and zip code where requested. Supplying all of the information that we ask for will allow us to give your qualifications the fullest consideration. Incomplete applications may be eliminated from further consideration in our employment process. Please type or print legibly using black or blue ink only. Please do not use pencil.

Two. If a section or question on this form does not apply to you, place "N/A" in that particular section or question. Those sections that may not apply to you include:

- Military Background
- Technical, Trade, Correspondence or Business School
- Colleges and Universities

All other areas of the application should be completed.

Three. Please ensure that you list all of your previous employers. If you have more than four previous employers you should attach additional sheets utilizing the same format as the application. Additional employment history forms are available from the Human Resources Department.

Four. It is your responsibility to determine your eligibility for employment with Lee's Summit Parks and Recreation.

Thank you for your interest in the City of Lee's Summit Parks and Recreation

Date _____ Seeking: Full Time Part Time Position _____

Please select all other positions of interest:

<u>Legacy Park Community Center</u>	<u>Longview Community Center</u>	<u>Gamber Community Center</u>	<u>Summit Waves</u>
<input type="checkbox"/> Facility Supervisor	<input type="checkbox"/> Facility Supervisor	<input type="checkbox"/> Facility Supervisor	<input type="checkbox"/> Concessions
<input type="checkbox"/> Service Representative	<input type="checkbox"/> Service Representative	<input type="checkbox"/> Service Representative	<input type="checkbox"/> Service Rep
<input type="checkbox"/> Custodian	<input type="checkbox"/> Custodian	<input type="checkbox"/> Custodian	<input type="checkbox"/> Deck Attendant
<input type="checkbox"/> Child Care Attendant	<input type="checkbox"/> Child Care Attendant	<input type="checkbox"/> Personal Trainer	<input type="checkbox"/> Life Guard
<input type="checkbox"/> Fitness/Gym Attendant	<input type="checkbox"/> Fitness/Gym Attendant	<input type="checkbox"/> Fitness Instructor	<input type="checkbox"/> Head Life Guard
<input type="checkbox"/> Swim Instructor	<input type="checkbox"/> Swim Instructor		<input type="checkbox"/> Assistant Pool Manager
<input type="checkbox"/> Fitness Instructor	<input type="checkbox"/> Fitness Instructor	<u>Harris Park Community Center</u>	<input type="checkbox"/> Swim Lesson Coordinator
<input type="checkbox"/> Personal Trainer	<input type="checkbox"/> Personal Trainer	<input type="checkbox"/> Facility Supervisor	<input type="checkbox"/> Swim Lesson Instructor
<input type="checkbox"/> Life Guard	<input type="checkbox"/> Life Guard	<input type="checkbox"/> Service Representative	<input type="checkbox"/> Desk/Concession Manager
<input type="checkbox"/> Head Life Guard	<input type="checkbox"/> Head Life Guard		
		<u>Legacy Park Amphitheater</u>	<u>LSPR Seasonal Positions</u>
<u>Athletics</u>	<u>Instructional</u>	<input type="checkbox"/> Special Event Staff	<input type="checkbox"/> Camp Summit Manager
<input type="checkbox"/> Score Keeper	<input type="checkbox"/> Site Supervisor		<input type="checkbox"/> Camp Summit Counselor
<input type="checkbox"/> Instructor	<input type="checkbox"/> Instructor	<u>Bailey Farm Park</u>	<input type="checkbox"/> Camp Summit Support Counselor
<input type="checkbox"/> Referee basketball		<input type="checkbox"/> Site Supervisor	<input type="checkbox"/> LSPR Parks Site Supervisor
<input type="checkbox"/> Referee basketball	<u>Hartman Park</u>	<input type="checkbox"/> Special Event Staff	<input type="checkbox"/> LSPR Maintenance Worker
	<input type="checkbox"/> Kickball Official		<input type="checkbox"/> LPSR Internship
	<input type="checkbox"/> Flag Football Official		
	<input type="checkbox"/> Site supervisor		

PERSONAL INFORMATION

Last Name First Middle

Home Address City ST Zip County

School Address (if applicable) City ST Zip County

Hm Phone # _____ Daytime Phone # _____

E-Mail Address : _____ Are you 18 yrs or older? Y N

Are you lawfully authorized to work in the United States? Y N

EDUCATION

Did you graduate from high school? No Yes

If no, last grade completed _____

Do you have a certificate of equivalence or GED? No Yes

College and University(ies) attended:

Name _____

Address _____

Subjects taken _____

Degree(s) obtained _____

Military, technical, trade, correspondence or business schools attended:

Name(s) _____
Location(s) _____
Subjects taken _____

Have you served in the Armed Forces? No Yes

Branch of service _____ Rank of discharge _____
Occupational Specialty _____

EMPLOYMENT HISTORY

Please give accurate, complete, full-time and part-time employment record. Start with present / most recent employer.

Company Name _____ Phone _____
Address _____
Dates of employment _____ Name of supervisor _____
Reason for leaving _____
Job Title/Description _____

Company Name _____ Phone _____
Address _____
Dates of employment _____ Name of supervisor _____
Reason for leaving _____
Job Title/Description _____

Company Name _____ Phone _____
Address _____
Dates of employment _____ Name of supervisor _____
Reason for leaving _____
Job Title/Description _____

May we contact your present employer? No Yes

Have you ever been employed by the City of Lee's Summit? No Yes
If yes, what department? _____ Position _____
Employment Dates _____

What is the minimum salary you will accept? \$ _____

REFERENCES

Please list professional references, no personal friends or relatives.

Name _____ Relationship _____
Phone _____ Email _____
Address _____

Name _____ Relationship _____
Phone _____ Email _____
Address _____

Name _____ Relationship _____
Phone _____ Email _____
Address _____

CONVICTION RECORD INFORMATION

Have you ever been convicted of a felony, misdemeanor or other violation of law (other than a minor traffic violation)? No Yes

Are you subject to any pending charges at this time? No Yes

If you answered "yes" to either of the above questions, please complete.

Charge _____

Nature of Offense _____ Date _____

City/State _____ Disposition of Case _____

MEDICAL TESTS AND DRUG SCREENS

I understand and agree that I may be required to take one or more physical examinations, including a drug screen, as a condition of employment after I have been made a conditional offer of employment. I agree and consent to take such examinations at such times as directed by the LSPR, and I release LSPR, the City, officers, employees, and agents from any claim arising in connection with such examinations or their use.

Signature _____ Date _____

APPLICANTS - PLEASE READ CAREFULLY AND SIGN

I certify that all answers and statements herein contained are true and complete, and I understand that any misstatement or omission of fact will be sufficient cause for dismissal or disqualification. I hereby authorize the verification of the information on this application.

Signature _____ Date _____